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NASA Procedural Requirements

COMPLIANCE IS MANDATORY FOR NASA EMPLOYEES**NPR 8621.1D**
Effective Date: July 06, 2020
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2025[Printable Format \(PDF\)](#)

Request Notification of Change (NASA Only)

Subject: NASA Procedural Requirements for Mishap and Close Call Reporting, Investigating, and Recordkeeping

Responsible Office: Office of Safety and Mission Assurance

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Preface

P.1 Purpose

a. This NASA Procedural Requirements (NPR) provides requirements to report, investigate, and document mishaps, close calls, and resulting corrective actions to prevent occurrence of similar work-related injury, property damage, or mission failure. This NPR does not apply to investigative procedures concerning civil, criminal, or administrative culpability or legal liability. The investigation and resulting products outlined in this NPR will not be used to direct or justify disciplinary action. The NPR describes how NASA complies with the incident investigation and corrective action requirements of the Basic Program Elements for Federal Employee Occupational Safety and Health Programs and Related Matters, 29 CFR pt. 1960.

b. This NPR provides requirements that specify how to prepare for the possibility of and respond to mishaps and close calls from discovery through corrective action and closure. It contains requirements for classifying mishaps, establishing investigating authorities, and performing investigations. It formalizes notification, analysis, and reporting obligations; describes roles and responsibilities; provides an overview of release of information to the public; and specifies the relationship and interaction with the Occupational Safety and Health Administration (OSHA), the National Transportation Safety Board (NTSB), and other Government agencies.

P.2 Applicability

a. This directive is applicable to NASA Headquarters (HQ) and NASA Centers, including Component Facilities and Technical and Service Support Centers. This language applies to the Jet Propulsion Laboratory (a Federally Funded Research and Development Center), other contractors, recipients of grants, cooperative agreements, or other agreements only to the extent specified or referenced in the applicable contracts, grants, or agreements.

b. In this directive, all mandatory actions (i.e., requirements) are denoted by statements containing the term "shall." The terms "may" denotes a discretionary privilege or permission, "can" denotes statements of possibility or capability, "should" denotes a good practice and is recommended, but not required, "will" denotes expected outcome, and "are/is" denotes descriptive material.

c. In this directive, all citations of NASA directives are assumed to be the latest version unless otherwise noted.

P.3 Authority

a. Inspector General Act of 1978, 5 U.S.C. app. 3.

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- b. Federal Information Security Management Act (FISMA) of 2002, 44 U.S.C. ch. 35, subch. III.
- c. Basic Program Elements for Federal Employee Occupational Safety and Health Programs and Related Matters, 29 CFR pt. 1960.
- d. NPD 8700.1, NASA Policy for Safety and Mission Success.

P.4 Applicable Documents and Forms

- a. Protection of Human Subjects, 14 CFR pt. 1230.
- b. Recording and Reporting Occupational Injuries and Illnesses, 29 CFR pt. 1904.
- c. Federal Acquisition Regulations System, 48 CFR, NFS pt. 1807.
- d. Notification and Reporting of Aircraft Accidents or Incidents and Overdue Aircraft, and Preservation of Aircraft Wreckage, Mail, Cargo, and Records, 49 CFR pt. 830.
- e. Investigation Procedures, 49 CFR pt. 831.
- f. NPD 1050.1, Authority to Enter into Space Act Agreement.
- g. NPR 1441.1, NASA Records Management Program Requirements.
- h. NPR 1600.1, NASA Security Program Procedural Requirements.
- i. NPR 1800.1, NASA Occupational Health Program Procedures.
- j. NPR 2190.1, NASA Export Control Program.
- k. NPR 2810.1, Security of Information Technology.
- l. NPR 3792.1, NASA's Plan for a Drug-Free Workplace.
- m. NPR 7100.1, Protection of Human Research Subjects.
- n. NPR 8735.1, Exchange of Problem Data Using NASA Advisories and the Government-Industry Data Exchange Program (GIDEP).
- o. NRRS 1441.1, NASA Records Retention Schedules.
- p. NAI 1050.1, Space Act Agreement Guide.
- q. NAI 1050.2, Authority to Enter into Cooperative Research and Development Agreements.
- r. NAI 1050.3, NASA Partnerships Guide.
- s. Mishap Preparedness and Contingency Plan (MPCP) for International Space Station (ISS) SSP 50190, Commercial Resupply Services (CRS) SSP 50190 Annex A and Commercial Crew Program (CCP) CCT-PLN-1010.
- t. NTSB Form 6120, Pilot/Operator Aircraft Accident/Incident Report.
- u. OSHA's Form 301, Injury and Illness Incident Report.
- v. AFI 91-204, Safety Investigation and Hazard Reporting.
- w. DoDI 6055.07, Mishap Notification, Investigation, Reporting and Record Keeping.

P.5 Measurement/Verification

Compliance with the requirements contained within this directive is continuously monitored by the Centers and by the Safety and Mission Assurance (SMA) Technical Authority. Compliance may also be verified as part of selected life-cycle reviews and by assessments, reviews, and audits of the requirements and processes defined within this directive.

P.6 Cancellation

NPR 8621.1C, NASA Procedural Requirements for Mishap and Close Call Reporting, Investigating, and Recordkeeping dated May 19, 2016.

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